



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

February 28, 2011

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

COUNTYWIDE CONTRACTING TRAINING AND QUARTERLY COUNTYWIDE CONTRACTING NETWORK MEETING

Part of the proposed County Strategic Plan initiatives for the upcoming year includes an effort to improve service contracting through training and networking within the County.

Departmental contracting staff must have the training, knowledge, and abilities to carry out their contracting duties, as well as a forum to share information, best practices, etc., regarding service contracting.

In order to accomplish this initiative, all departments are asked to participate in the following:

Countywide Contracting Training

Attendance is **mandatory** for all departmental contracting staff in the Service Contracting Training classes, presented by the Internal Services Department (ISD), County Counsel and the Auditor-Controller. Past classes have been well attended, with consistent positive feedback received from the vast majority of participants. The course curriculum is designed to cover relevant topics for any County department that does service contracting, including:

- Assessing the need to solicit
- Choosing the appropriate solicitation model
- Model solicitation agreements and standard County provisions
- Developing solicitation and evaluation documents
- Proposal evaluation process (i.e., informed averaging method)
- Countywide protest policy and process
- Contract negotiations
- Contract approval process

"To Enrich Lives Through Effective And Caring Service"

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Based on recent constituent and Board inquiries, ISD is in the process of developing additional course material, to include insurance requirements, risk management, and a more comprehensive treatment of contract monitoring.

The first training session of 2011 took place on February 7 and 8. Twenty-eight County staff participated. The next three training sessions are scheduled as follows:

May 17, 18 and 19

Department of Public Social Service (DPSS) Academy
12440 E. Imperial Hwy, Room #94
Norwalk, CA 90650

August 23, 24 and 25

Fire Department Training Facility
1320 N. Eastern Avenue
Los Angeles, CA 90063

October 25, 26 and 27

DPSS Academy
12440 E. Imperial Hwy, Room #94
Norwalk, CA 90650

Department personnel can register for the class online through the L.A. County Learning Net website. Registration is subject to availability. As future classes become available, ISD will release the information to departments via the Countywide Contracting Network email notification process.

Attendance is required for departmental contracting personnel who have not previously attended this class. Other employees with significant contracting responsibilities are also encouraged to attend. For those employees who previously attended this class, it is recommended that it be repeated every five years, since the materials are regularly updated. Approximately 40 to 50 percent of the course material has been revised or updated in the last two years.

Quarterly Countywide Contracting Network Meetings

ISD currently coordinates a quarterly contracting network meeting, which is also well attended by contracting managers and staff from many County departments. These meetings are established to provide a forum for contracting personnel to share information involving contracting topics. They include presentations by County

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departments regarding their special contracting issues, presentations by County Counsel, ISD and other departments on changes to County policies related to countywide contracting, etc.

Attached is the schedule for this year's quarterly meetings, which ISD has released through the Countywide Contracting Network email notification system. All departmental contracting managers, as well as available staff, are strongly encouraged to attend and participate in these meetings.

If you have any questions regarding this initiative, please contact Joe Sandoval of ISD at (323) 267-2109 or via email at jsandoval@isd.lacounty.gov, or Lisa Rizzo at (213) 974-2154 or via email at lrizzo@ceo.lacounty.gov.

WTF:SK:LR:yjf

Attachment

c: Each Supervisor



CONTRACTING NETWORK 2011 MEETINGS

COUNTYWIDE



Meetings will be held at the
Department of Public Works
900 Fremont Avenue, Alhambra
10 a.m. - 12 noon

February 3, Alhambra Room

June 2, Alhambra Room

August 11, Conference Room A

November 10, Conference Room A



For suggestions or questions, please contact
Luci Gutierrez at (323) 267-2905 or lgutierrez@isd.lacounty.gov
Internal Services Contracting Division
Countywide Policy and Standards Section